

Administrative Team Standard Operating Procedures

Job Title: Management Analyst a

Job Summary: This is a project-based position. The type of projects assigned to the analyst depend on what time of the year it is and what information is needed for various decisions, reports, and surveys at the top of the priority list for the Director and Deputy Director.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Gather, Analyze, and present information at the request of Division Management.** This duty includes performing cost benefit analysis for decisions Fleet Management is making, responding to survey requests, and providing information to the Legislature, Auditors and others as approved by DFO Management. (AN)
- **Look for and report to Fleet Management inconsistencies and problems with information stored in the FleetAnywhere tracking system.** (AN)
- **Analyze and provide recommendations to Fleet Management where the State could save money in the management of it's Fleet.** (AN)
- **Analyze what areas of Fleet management could be privatized or made more efficient.** (AN)
- **Plan and implement special projects as directed by management.** (AN)
- **Design and publish reports on the Division Web page for customers.** (AN)

Important Miscellaneous Information

- See the attached sheet titled "Miscellaneous Information for Analysts"

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), Quarterly (Q), and Yearly (Y)

- **State Vehicle Report.** Once a month the State Vehicle Report is analyzed to monitor the changes in the vehicle count by Department. Typically the report is run on the last day of the month. The annual State Vehicle Report to be submitted to the legislature is typically run on during the last week on October. The Report must be submitted to the Legislature by November 1. (M) (Y)
- **Gascard Reconciliation Report.** Once a month a report is run to reconcile the Gascard transactions sent from Gascard to what was actually loaded to FleetAnywhere. (M)
- **Alternate Fuel Use Report.** On a quarterly basis this report is run to determine the Agencies that earned reimbursement credit for using natural gas to fuel vehicles. The information from the report is used to generate a letter to the Agencies indicating the dollar amount they will be receiving back. A summary of the Departments to receive credits for natural gas use is also forward to the designated DFO Accountant.

Person that backs me up when I am on vacation or sick?

- The other Management Analyst (currently Sam Lee)